GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Monitoring & Evaluation Framework - Key Performance Indicators – Mission Based Monitoring System - Reviews by Chief Secretary/Hon'ble Ministers and Hon'ble Chief Minister – Guidelines – Issued.

PLANNING (X) DEPARTMENT

G.O.RT.No. 332 **Date: 19-06-2015**

Read the following:

1. G.O.Ms.No.20, Planning (VII) Dept., dated: 26.09.2014.

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ORDER:

In tune with the objectives being envisaged under Vision 2029, Government of Andhra Pradesh in the G.O read above, have decided to adopt a mission based approach and constituted seven missions viz., Primary Sector Mission, Social Empowerment Mission, Industry Sector Mission, Infrastructure Mission, Urban Development Mission, Service Sector Mission and Knowledge and Skill Development Mission to focus on the activities/projects, which are critical for the social and economic growth of the state and require the inter-departmental coordination.

The government is keen to put in place a robust Monitoring and Evaluation framework and decided to have online monitoring of certain identified Key Performance Indicators (KPIs). In the process of firming up the KPIs, exhaustive list of indicators have been identified by the departments and trainings have been organised to departmental persons so as to familiarize them with the web application developed by the Centre for Good Governance. The KPIs as identified by the departments have been discussed at length in the meetings held at the level of Chief Secretary and the CM's office. Periodic reviews on KPIs at apex levels are expected to yield results in a definite timeframe and provide platform for comparison with National/Global benchmarks thereby contribute to double digit inclusive growth.

Necessary guidelines for effective monitoring under the M&E framework are outlined below:

A. Key Performance Indicators:

1. An exhaustive list of indicators has been prepared by the departments from out of the Outcome Budgets, Non-negotiables identified under the Smart Village-Smart Ward initiative, Global benchmarks and other sources.
2. Mission wise indicators have been segregated and Key Performance Indicators have been identified, which would be monitored at the Mission/CS level every month. Of this list, a few critical KPIs that require monitoring at the Chief Minister level including those that directly contribute to double digit inclusive growth have been identified and these are being linked to the CMs dash board facilitating online monitoring.

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3. The proposed M&E system will not replace the existing internal departmental procedures being followed and the departments shall continue monitoring of schemes.

4. The departments should also provide the drill down facility upto beneficiary/asset level with photograph of the beneficiary or asset. Some departments already have this drill down facility which can be linked to the CGG application, to avoid duplication. For other departments, the indicator-wise drill down to mandal level is provided in the CGG web application, as stand by. The departments are advised to immediately establish the drill down facility to asset/beneficiary, with the support of the ITE&C department.

5. The M&E mechanism will be linked to the Finance Departments' Portal for monitoring the financial progress

6. The M&E framework will eventually get integrated to the State Enterprise Architecture (SEA) being developed by the ITE&C department, with added features of geo-tagging and photo verification.

B. Monitoring levels:

1. The respective Mission Coordinators are responsible for improving the performance under the identified KPIs and they will have to make presentations to Hon'ble Minister concerned/CS and to Hon'ble Chief Minister.

2. The review/monitoring of KPIs will be done at two levels :

   i. Monthly review at the Mission level under the chairmanship of the Minister concerned/Chief Secretary by 10th of every month and

   ii. Quarterly reviews by Hon'ble Chief Minister on 15th every month.

C. **Mission level Monitoring:**

1. In order to bring in all the departments under the M&E umbrella, all the departments have been grouped into nine categories:

   a) the departments that are covered under the seven missions

   b) the departments that fall under the Governance & Regulatory category and

   c) Revenue and Other departments category.

2. The list of Secretariat departments as per the above categorization is annexed to this order. The Mission Coordinators as identified in the orders read in the reference will continue to monitor the KPIs of the respective missions. In respect of the other two categories, the Spl. Chief Secretary, GA(GPM&AR) dept. will be the coordinator for the Governance/Regulatory departments and the Prl. Finance Secretary will be the coordinator for the Revenue and other departments.

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D. Perception Surveys, 3rd Party Evaluation and Quarterly News Letter:

1. Government also decided to undertake 3rd party evaluation on the status of achievement through conducting perspective surveys across the districts. The respective departments to undertake these proposed surveys/3rd party evaluations.
2. In addition, Government also decided to bring out a Quarterly News Letter reviewing key achievements, success stories and best practices which over a period of time be compared vis-à-vis the national/global benchmarks.

E. **Studies on Key areas identified under SDG and Global Indicator set of KPIs**

1. Since the overarching vision is to achieve/establish global standards in terms of efficient and effective institutional structure, quality service delivery and happiness, few more data sets beyond the scope of the conventional set of input/output department level indicators, are called for. However since values for such indicators are not readily available, it requires conduct of Studies/Surveys on a periodic basis. These indicators will get integrated into the core KPI overtime.
2. These indicators are grouped under identified proposed studies/surveys to be conducted by professional organizations.
3. These studies will be coordinated by the Planning Department in consultation with the line departments/Missions.

F. **Web Application developed by CGG:**

1. The web application developed by the Centre for Good Governance (CGG) will serve as a common platform wherein the departments/missions will enter values monthly/quarterly/seasonally/annually online. Usernames and Passwords have already been provided to all the departments. These data sets have to be firmed up by the departments/missions concerned only
2. Where ever data bases/online monitoring systems are already in use in any department, the same structure will be linked to avoid duplication. Select data sets will be finally linked to the CMs dashboard.
3. The monitoring facility starts with monitoring the progress at State level. This will be drilled down to district and mandal levels.

G. **Departmental Coordinating Officer:**

1. Every department shall create a cell for KPI monitoring and nominate one responsible senior level officer who is acquainted with the subject.
2. This nominated officer will be responsible for all the related activities such as ensuring timely data entry and correctness of the data. The officer will also be in close contact with the Mission coordinator, CGG and Planning Department and provide necessary inputs to the concerned.

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Roles and Responsibilities:

1. *Departments:* All the Spl. Chief Secretaries/Prl. Secretaries/Secretaries to departments need to ensure that all the HoDs under their administrative control shall enter data every month before 5th without any delay. The nominated senior officer will ensure necessary timely updation of the data on the web site.
2. *Mission Coordinators:* Mission Coordinators' will be responsible for all the activities related to KPIs under the mission. They will have to ensure that entries of achievements relating to key performance indicators are updated in time.
3. *Centre for Good Governance:* Provide platform to facilitate timely data updation and resolve any software related issues of the departments in the web application developed.
4. *Planning Department:* Overall coordination and conducting Studies/Surveys through identified reputed organizations for certain SDGs and Global Indicators.

These orders shall come into effect immediately. All the Mission Coordinators are requested to take immediate action so that the periodical entries of achievements relating to the identified key performance indicators concerning their Mission departments are updated and review the progress every month along with the respective Hon'ble Ministers and help achieve double digit inclusive growth on a sustainable basis.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

I.Y.R.KRISHNA RAO
CHIEF SECRETARY TO GOVERNMENT

To
The Special Chief Secretaries/Principal Secretaries/Secretaries concerned.

Copy to:
All the HODs/The Commissioners concerned
The Principal Secretary to CM
PS to Chief Secretary to Government.

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE to G.O.RT.No. 332, M&E Framework – Key Performance Indicators

Sl. No.	Name of the Secretariat Department	Mission Concerned / Mission Coordinator
1	Agriculture Department	Primary Sector Mission Principal Secretary, Agriculture/APC
2	Agricultural Marketing & Cooperation Department	
3	Animal, Husbandry, Dairy Development & Fisheries Department	
4	Environment, Forests, Science & Technology Department	
5	Water Resources Department	
6	Rain Shadows Areas Development Department	
7	Health, Medical & Family Welfare Department	Social Empowerment Mission Spl. CS/Principal Secretary Health
8	Women, Children, Disabled And Senior Citizens Dept.	
9	Social Welfare Department	
10	Backward Classes Welfare Department	
11	Minorities Welfare Department	
12	School Education	
13	Rural Water Supply And Sanitation Department	
14	Panchayat Raj & Rural Development Department	
15	Municipal Administration & Urban Development Department	Urban Mission, Prl. Secretary, MA&UD
16	I & I and Energy Department	Infrastructure Mission, Secretary I&I & Energy
17	Transport, Roads & Building Department	
18	Industries & Commerce Department	Industries Mission, Secretary, Industries
19	Public Enterprises Department	
20	Information, Technology & Communication Department	Services Mission(IT Sub mission, Tourism sub mission) Spl. CS/Prl. Secretary, Tourism
21	Youth Advancement, Tourism & Culture Department	
22	Department Of Skills Development, Entrepreneurship And Innovation	Knowledge & Skill Development Mission – Prl. Secy, HRD Knowledge sub mission: Secretary, Higher Education Skill Development Mission-Secretary, Skill Devpt.
23	Labour, Employment, Training & Factories Department	
24	Higher Education Department	
Governance and Regulatory Departments		
25	General Administration Department	Spl. CS(GPM & AR), GA Dept.
26	Home Department	
27	Food, Civil Supplies & Consumer Affairs Department	
28	Housing Department	
29	Law Department	
Revenue and Other Departments		
30	Revenue Department	Prl. Finance Secretary
31	Finance Department	
32	Planning Department	